

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

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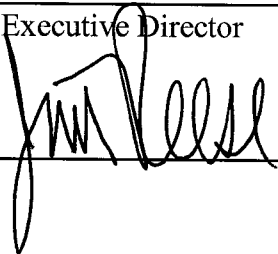
OK Notice FLP-499

1910-C

For: County Offices

FY 2005 FLP Credit Reports

Approved by: State Executive Director



1 Overview

**A
Background**

All County Offices should be obtaining mortgage reports using CBCWeb (<https://www.creditbureauareports.com>)

The State Office will retain the responsibility for ordering commercial credit reports for FY 2005 using online service through the Internet.

**B
Purpose**

The purpose of this notice is to provide guidance on obtaining and collecting fees for credit reports.

**2 A
Action
Commercial Credit**

FLMs will determine whether a commercial credit report is required. If the FLM can make a loan determination based on information contained in an applicant's mortgage report, a commercial credit report is not required.

If the FLM determines that a commercial credit report is needed, a fee of \$40.00 will be collected from the applicant and a request sent to the State Office. Requests should be made on FmHA Instruction 1910-C, Exhibit A or in a memorandum containing the following information: Applicant name, mailing address, telephone number, and owner name(s).

Disposal Date

October 1, 2005

Distribution

County Offices

2 Action (cont)

**B
Mortgage
Reports**

County Offices shall use CBCWeb to obtain mortgage reports.

Purchase Order numbers are as follows:

60-7C94-4-C0001 (F1Y1)

60-7C94-4-C0002 (F2Y1)

When using CBCWeb, County Offices shall collect the actual fee for these reports: \$13.35 for individuals and \$26.70 for joint.
